

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 11-202, VOLUME 2

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

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Flying Operations

AIRCREW STANDARDIZATION/EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-202, Volume 2, 17 June 2002, is supplemented as follows:

This supplement establishes the AETC Standardization/Evaluation (Stan/Eval) Program, which supports AETC objectives. This supplement applies to AETC, Air Force Reserve Command (AFRC), and Air National Guard (ANG) units that fly AETC training missions. For AFRC and ANG units, this instruction only applies to activities relating to the student training mission and to evaluator certification for that mission. In order to prevent confusion, some sections are specifically marked as “not applicable to xxxx.” In addition, material that applies only to AFRC or ANG will be identified as such. AETC units will coordinate their supplement through the numbered Air Force (NAF) to HQ AETC/DOFV for approval before publication, and they will forward one copy to the NAF/DO and HQ AETC/DOFV after publication. Before publication, ANG units will coordinate their supplements with the ANG/XO, and AFRC units will coordinate supplements with their respective NAF/DO before publication.

Unless otherwise specified, HQ AETC/DO is the overall waiver authority for this supplement. However, ANG/XO and AFRC/DO are the waiver authorities for their respective units. AETC units will coordinate waivers through their NAF/DO and HQ AETC/DOF to HQ AETC/DO. AFRC units will coordinate waivers through their NAF/DO and HQ AFRC/DOF to AFRC/DO. ANG units will coordinate directly with ANG/XO. For waivers to unit-level supplements, the operations group commander (OG/CC) of the local unit generating the supplement will handle waivers to that supplemental guidance, if used. **NOTE:** For the AFRC and ANG portions of this supplement, the term “MAJCOM” is understood to be the AFRC/DO and ANG/XO, respectively.

Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through command channels to HQ AETC/DOFV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

NOTES:

1. AETC aircrews temporarily under the operational control of another MAJCOM will comply with that MAJCOM's directives.
2. Air Force requirements are expressed through AFIs and this supplement. In the absence of AETC-specific guidance, aircraft-specific guidance (or AETC-approved lead-command guidance) will be followed.
3. Numbered Air Force (NAF) refers to the appropriate organization with jurisdiction over the aircraft; that is, 19th Air Force (19 AF) for AETC units and either the 4th Air Force (4 AF), 22d Air Force (22 AF), or 10th Air Force (10 AF) for AFRC units. In the case of the Civil Air Patrol (CAP-USAF), Air University (AU) provides the oversight normally administered by a NAF.
4. For the 336th and 479th Training Groups (TRG), OG/CC and wing commander (WG/CC) refer to the TRG/CC; operations group stan/eval (OGV) refers to 336 TRG/TGV and 479 TRG/FTGV.
5. For the 36th Rescue Flight (RQF), squadron commander (SQ/CC) refers to the flight commander (FLT/CC).
6. For CAP-USAF, OG/CC refers to CAP-USAF/XO.
7. The 94th Airlift Wing (AW) will include 22d AF and AFRC on all coordination.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Lists information available on the HQ AETC/DOFV Web site (paragraph 2.3.2); adds clarification of AFRC and ANG applicability (paragraph 2.3.4.3); establishes HQ AETC/DOFV as focal point for cross-command evaluations (paragraph 2.3.5); expands the SEB attendance list (paragraph 3.2.2.6.2); clarifies the definition of "additional duty" FE (paragraphs 3.3.3.2 and 4.3.10.2); allows use of AF Form 1381 to satisfy FE certification memorandum requirements (paragraph 4.2.5); establishes procedures for evaluations conducted outside the squadron or group (paragraph 4.3.8); adds Table 4.1 (Evaluation Pyramid and AF Form 8 Routing System); establishes procedures to track IRC attendance (paragraph 5.2.4.2); establishes crew positions that will be evaluated on NAS procedures (paragraph 5.2.9.4); standardizes a 2-month suspense for additional training for AETC students (paragraph 5.2.12.2.4); establishes AETC policy on boldface accomplishment (paragraph 6.4.6.2); adds CAP guidance (paragraph 6.4.6.2.1); restricts use of the MQF in developing periodic tests (paragraph 6.5); establishes suspense for filing a completed AF Form 8 in the FEF (paragraph 7.3.7.4); standardizes minimum FEF review requirements (paragraph 7.5.4.2); revises FCIF procedures (paragraph 8.1.1 and subparagraphs); establishes a quarterly FCIF review requirement (paragraph 8.1.3.2.6); authorizes an electronic publications source (paragraph 8.1.3.3); revises the publications list (Table 8.1); and revises the information on ASEVs in Attachment 7(Added)(AETC).

2.3.2. HQ AETC/DOFV maintains a Web site at <https://www.aetc.af.mil/do/dof/dofv.asp>. In addition to general policy and administrative processes, this Web site contains current flight crew information file (FCIF) messages, notification of rescinded FCIFs, current waivers, and other pertinent information. Users should familiarize themselves with the contents of this Web site in order to obtain current information that may not be transmitted through the Defense Messaging System (DMS).

2.3.2.6. This function is delegated to the appropriate NAF.

2.3.4.3. AFRC and ANG supplemental information in this supplement is guidance affecting student evaluations and student examiner certification, as appropriate. AFRC and ANG units under AETC oversight will continue to use appropriate MAJCOM guidance for permanent party stan/eval functions and processes.

2.3.5. HQ AETC/DOFV is the focal point for approval of cross-command evaluations and examiner augmentees.

2.4.2.6. Units will coordinate with the appropriate NAF branch to schedule required flight evaluations.

2.4.2.9. When higher headquarters (HHQ) action is required, coordinate with HQ AETC/DOF for corrective action to eliminate discrepancies or deficiencies.

2.4.2.10. In AETC, administration of master question files (MQF) is the responsibility of the appropriate NAF.

2.4.2.11. (Added)(AETC) When requested by HQ AETC/DOF, provide or designate representatives to flight manual review conferences (FMRC).

2.4.2.12. (Added)(AETC) Staff waiver requests to this instruction and forward them to the respective unit (to HQ AETC/DOF for AETC units, to HQ AFRC/DOT for AFRC units, and to ANG/XOO for ANG units).

2.5.1.1. The HQ AETC Inspector General (IG) is AETC's gatekeeper (AETCI 90-202, *AETC Gatekeeper Program*).

2.5.1.2. See paragraph 2.5.4 of this supplement.

2.5.2.1. See Attachment 7 (Added)(AETC) of this supplement for information on formal visits, which are designated as aircrew stan/eval visits (ASEV).

2.5.2.3. (*Not applicable to AFRC*) The NAF/DO or designated representative is considered the HHQ stan/eval chief during formal inspections.

2.5.3.1. When requested by the unit or at the discretion of the NAF/CC, NAFs will provide staff assistance visits to units during off years of the HQ AETC Operational Readiness Inspection (ORI).

2.5.4. The purpose of informal visits is to maintain aircraft currency and provide feedback and crosstalk to the units. HHQ flight examiners (FE) may perform instructor or evaluator duties (if qualified) during these visits. NAF FEs may perform evaluator duties on permanent party or formal training unit (FTU) students and instructors. The OG/CC must be notified prior to the visit (**EXCEPTION:** HHQ personnel flying currency sorties at Randolph AFB). On request, in-brief and out-brief the OG/CC, SQ/CC, or squadron operations officer (SQ/DO).

3.2.2.6. Stan/eval boards (SEB) will be conducted as follows:

3.2.2.6.1. (Added)(AETC) At a minimum, SEBs will be held semiannually.

3.2.2.6.2. (Added)(AETC) In addition to the OG/CC, other members of the SEB will include all OGV FEs, SQ/CCs, DOs, squadron and attached FEs, and a contract simulator instructor (CSI) or quality assurance evaluator (QAE), if available. Additional members may be designated in a unit supplement to this instruction.

3.2.2.6.3. (Added)(AETC) A copy of the SEB minutes will be sent to the NAF/DO within 10 workdays after each SEB meeting. AFRC units will also forward a copy to the appropriate AFRC NAF/DOV.

3.2.2.9. The OG/OGV is final approval authority at unit level for AF Forms 847.

3.2.2.12. (Added)(AETC) Maintain close liaison with the CSI or QAE to ensure a high degree of standardization within the wing's training program.

3.2.3.3. AETC units will forward notification through the NAF/DO to HQ AETC/DOF. AFRC units will forward notification through the appropriate NAF/DO to the NAF/DOV and AFRC/DOT.

3.3.3.2. At a minimum, the SQ/CC and SQ/DO will be FE certified (*not applicable to AFRC*). Other FE manning is at the commander's discretion and may include additional duty FEs. An additional duty FE is an examiner whose primary function is not stan/eval and who is not a member of squadron, group, or wing leadership. (See paragraph 4.3.10.2 [Added][AETC] for further definition of an "additional duty FE.") For example, the squadron safety officer works for the commander with an additional duty of FE. The number of additional duty FEs will be kept to the minimum number required to complete the mission.

3.3.3.3. Forward notification through the NAF/DO to HQ AETC/DOF. AFRC units will forward notification through the appropriate NAF/DO to the NAF/DOV and AFRC/DOT.

4.2.1. Before being designated as an FE at or below the OG level, individuals must, as a minimum: (**NOTE:** Commanders may elect to continue FE certification of inbound personnel as documented in paragraph 4.2.5 of this supplement.)

4.2.1.1. (Added)(AETC) Be familiar with this supplement, the basic AFI, the applicable AFI 11-2 mission design series (MDS)-specific Volume 2, and local guidance concerning the conduct of aircrew evaluations.

4.2.1.2. (Added)(AETC) Receive briefings addressing evaluation philosophy, grading procedures, and policies from the SQ/CC and OG/CC (or designated representative).

4.2.1.3. (Added)(AETC) Meet FE requirements and complete training specified by the appropriate AFI 11-2 MDS-specific Volume 1.

4.2.1.4. (Added)(AETC) For initial FE certification (that is, for an individual who has not previously been an FE in any MDS), monitor a ground evaluation, emergency procedures evaluation (EPE), mission brief, and mission debrief performed by a certified FE.

4.2.1.5. (Added)(AETC) Document training listed in paragraphs 4.2.1.1 through 4.2.1.4 (Added)(AETC) of this supplement in a format defined in the local supplement.

4.2.2. The NAF/DO will designate NAF FEs in writing. See paragraph 4.2.5 of this supplement for documentation guidance.

4.2.5. (*Not applicable to AFRC*) In addition to Aviation Resource Management System (ARMS) documentation, a memorandum of certification will be completed which includes remarks indicating FE certification or decertification, as appropriate. Place the memorandum in the flight evaluation folder (FEF), Section I (behind AF Form 942, **Record of Evaluation**), and maintain the memorandum as a permanent record. Use endorsements to the memorandum of certification to show any change of status while assigned in the same unit. For units that use the AF Form 1381, **USAF Certification of Aircrew Training**, to document aircrew certifications, an entry to this form signed by the SQ/CC may be used in lieu of a separate memorandum of certification.

4.3.5. The premission briefing will include a review of all areas to be evaluated. The FE will ensure the examinee understands the overall grade, along with any remarks, restrictions, or recommendations to be entered on the AF Form 8, **Certificate of Aircrew Qualification**.

4.3.8. Within the same group, evaluations may be given outside the squadron with the concurrence of both SQ/CCs. Evaluations conducted outside the group require concurrence of the OG/CCs or their equivalents. The comments section of the AF Form 8 will indicate the FE's base of assignment, if different.

4.3.10. (Added)(AETC) (*Not applicable to AFRC*) Use the pyramid evaluation system, which requires higher echelon FEs to administer evaluations to lower echelon FEs and disallows any FE from evaluating his or her rater. See Table 4.1 [Added][AETC], this supplement. In addition:

4.3.10.1. (Added)(AETC) If there is no representation for a specific aircrew position at the NAF, the previous level becomes the top of the pyramid. Individuals at the top of the pyramid may be evaluated by any certified FE.

4.3.10.2. (Added)(AETC) Additional duty FEs will not administer evaluations to other FEs. An additional duty FE is defined as one who is not occupying the following positions: SQ/CC, DO, and DOV; OG/CC and OGV; WG/CC; and NAF and/or MAJCOM stan/eval (or equivalent).

4.3.10.3. (Added)(AETC) When a pyramid evaluation is not practical, request a waiver from the NAF/DO. Document the waiver in the comments section of the individual's AF Form 8.

4.3.10.4. (Added)(AETC) The pyramid evaluation system does not apply to the EPE.

Table 4.1. (Added)(AETC) AETC Pyramid Evaluation and AF Form 8 Routing Guidance.

Table 4.1: (Added) AETC/AETC Pyramid Evaluation and AF Form 8 Routing Guidance.				
I T E M	A	B	C	D
	Examinee	Flight Examiner (FE) (note 1)	Reviewing Officer	Final Approving Officer
1	Assigned or attached to 36 RQF (note 2)	Any	Chief or Assistant Chief, FLT/DOV	FLT/CC
2	36 RQF/DO or DOV FEs	CCV or higher	FLT/CC	TRG/CC
3	36 RQF/CC		TRG/CD	
4	Students	Any (note 3)	(note 4)	SQ/CC
5	Assigned to squadron		FLT/CC (note 5)	
6	SQ/ADO or SE or FLT/CC		SQ/DO	
7	SQ/DOV FEs			
8	Additional duty FEs	SQ/DOV or higher		
9	SQ/DO (note 2)	OGV or NAF	SQ/CC	OG/CC
10	SQ/CC (note 2)		Chief or Assistant Chief, OGV	
11	OG/CD			
12	OGV FEs	OG/CC or NAF		
13	Chief, OGV		OG/CD	
14	OG/CC	NAF	Chief or Assistant Chief, OGV	WG/CC (FLT/CC for 336 TRG)
15	WG/CV	OGV or NAF		
16	WG/SE	Any		
17	WG/XP (80 FTW)			
18	WG/CC	NAF		OG/CC
19	Designated SNRs (80 FTW)	Any	Attached SQ/CC	
20	Attached to squadron (note 2)		Attached SQ/DO	Attached SQ/CC
21	HQ AETC, NAF, or AU flyers (except HQ AETC/IG)		Attached OG/CC	Assigned DO or equivalent (note 6)

I T E M	A	B	C	D
	Examinee	Flight Examiner (FE) (note 1)	Reviewing Officer	Final Approving Officer
22	HQ AETC/IG	NAF		
23	Associate unit reservists, including AFRC SQ/CC and DO (note 2)	Any	Attached SQ/DO	Attached SQ/CC

NOTES:

1. FEs augmenting HHQ inspection teams are considered NAF or HHQ equivalent for AF Form 8 routing purposes.
2. The examinee's assigned SQ/CC or equivalent will initial the AF Form 8 to certify coordination. As examinees, SQ/DO and SQ/CC (OSS/DO, TRS/CC, etc.) are still considered "attached" flyers for reviewing and approving officer purposes. Their equivalent commander will initial the AF Form 8 to certify coordination.
3. Normally, FEs will not evaluate personnel they have recommended for upgrade or primarily instructed during the final phase of training.
4. As defined in the local supplement.
5. Personnel assigned to a squadron who do not have a FLT/CC will have the AF Form 8 reviewed by the SQ/DO.
6. For HQ AETC personnel below the division chief level, the applicable division chief is the final approving officer. For HQ AETC personnel at or above the division chief level, HQ AETC/DO is the final approving officer. For NAF/DO (AU/DO), the final approving officer is the NAF/CC (AU/CC). For NAF/CC (AU/CC), the final approving officer is HQ AETC/CC.

4.4. Senior examiners performing instructor duties or flying student evaluation sorties require instructor qualification in the events or missions being instructed or evaluated. In addition, senior examiners conducting initial, recurring, or requalification evaluations must be instructor qualified and current in the aircraft, crew position, and mission they are evaluating.

5.2.3.3. NAF FEs will conduct no-notice evaluations as directed by the NAF/DO. Each subsequent level of command (OG and SQ) will institute a no-notice, in-flight evaluation program. Specific program goals are at the discretion of the OG/CC and SQ/CC. However, to ensure the program is used effectively, the unit must use discretion in the selection of crewmembers and missions to be evaluated. No-notice evaluations (quality of force) will be distributed proportionately among aircrew positions, weapons systems, and type evaluation. Requirements for the local unit's no-notice program will be published in the unit supplement.

5.2.4. For initial and requalification evaluations, all ground phase requisite items must be completed prior to the flight phase of the evaluation.

5.2.4.2. Instrument Refresher Course (IRC) instructors will forward a list of class attendees to the agency responsible for administering the instrument examination (OGV, SQ/DOV, or equivalent). The IRC class will be completed before the instrument examination (*not applicable to AFRC*). Unless specifically addressed in AFI 11-2 MDS-specific (Volume 1 or 2), navigators and electronic warfare officers (EWO) will complete the IRC.

5.2.5. If the lead command has not established specific criteria in the AFI 11-2 MDS-specific Volume 2, units will follow the evaluation requirements of this paragraph in the basic AFI and define specific evaluation criteria and areas in the unit supplement.

5.2.8. If this provision is used, include an explanation in the comments section of the AF Form 8.

5.2.9.1. AETC Form 610Q, **Contractor Instructor Evaluation Record**, may be used by contractors as an evaluation worksheet.

5.2.9.4. Pilots, navigators, and EWOs will be evaluated on compliance with the requirements of this paragraph in the basic AFI and/or the appropriate AFI 11-2 MDS-specific Volume 2.

5.2.12.2. An initial qualification examinee who is graded Q-2 with additional training required will not fly as a qualified crewmember until additional training is completed. Additional training will be completed prior to a student's release from formal schooling. Instructors or examiners will administer additional training.

5.2.12.2.4. The AFRC and ANG 3-month additional training suspense does not apply to students enrolled in an AETC syllabus. Document the AF Form 8 with a 2-month suspense.

5.2.13.1. The AFRC and ANG 3-month recheck suspense does not apply to students enrolled in an AETC syllabus. Document the AF Form 8 with a 2-month suspense.

5.2.13.3.3. An IP or FE graded Q-2 on any evaluation will not perform instructor or examiner duties until additional training is completed.

5.2.16.1. HQ AETC/DO is the authority for multiple qualifications.

5.3.5. All additional training items for an EPE must be completed before accomplishing the flight phase of the evaluation.

5.4. The unit supplemental evaluation program will be defined in a unit supplement. At a minimum, supplementary evaluations will examine the effectiveness of unit operational procedures, training programs, and FE quality force.

5.4.5. Report the results of squadron supplemental evaluations to the unit OG/OGV or equivalent for inclusion in the SEB minutes.

5.4.6. (Added)(AETC) AETC bases with aeronautical clubs will conduct annual supplementary evaluations of these facilities. The conduct of these evaluations will be unit specific and will be addressed in a unit supplement.

6.3.4. Required reviews will be completed within 30 days of changes to source documents. Changes (where applicable) will be forwarded to the lead command.

6.3.5.1. If applicable, units will ensure all end-of-course examinations administered by contractors meet open-book and closed-book requisite examination requirements according to paragraphs 6.3.5.1 and 6.3.5.2 in the basic AFI. Procedures will be outlined in a unit supplement. An end-of-course exam randomly generated from a question bank may be used to satisfy the review requirements.

6.4.5.1. Published MQFs will not be used to develop open-book examinations. The open-book examination will consist of a minimum of 50 questions to a maximum of 100 questions. Secure question banks (SQB) are not required. However, if they are developed, forward one copy of each SQB, along with one copy of the open-book examination and all subsequent changes, to the NAF/DO within 10 workdays of SQB publication. **NOTE:** A SQB will not be created from the MQFs.

6.4.5.2. Closed-book examinations will have a minimum of 25 questions and a maximum of 50 questions.

6.4.5.2.1. For AETC lead-command aircraft, HQ AETC/DOF delegates the annual review of MQFs (and distribution of MQF changes) to the NAF/DO. The NAF/DO will publish separate NAF master question banks (MQB) for each AETC lead-command aircraft. The OGV will develop wing MQFs from NAF MQBs. Each aircraft MQF should consist of 300 questions.

6.4.5.2.1.2.2. Where AETC is not the lead command, units will forward edits of MQF questions through the NAF/DO to the lead command.

6.4.5.2.2. Units will develop, maintain, and distribute local procedures MQFs. HHQ approval is not required. Forward copies to the NAF/DO within 10 workdays of publication. Local procedures MQFs may be combined with MDS-specific MQFs.

6.4.6.2.1. (Added)(AETC) Boldface steps will be written as depicted in flight manual checklists. Abbreviations or contractions of procedures or actions are not allowed unless they are used in the flight manual checklist. Minor spelling errors are acceptable as long as the intent is clear and the meaning of the action is not changed. For example, “propellor” (instead of “propeller”) would be acceptable, but “throttle” (instead of “throttles”) would not be acceptable because the meaning is changed. Units may supply a preformatted answer sheet that includes boldface titles, step numbers, etc.

6.4.6.2.2. (Added)(AETC) Critical action procedures (CAP) answers must contain all procedures in the proper sequence. Abbreviations are allowed.

6.4.7.2. The AFRC or ANG 3-month reexamination suspense does not apply to students enrolled in an AETC syllabus.

6.5. Each unit stan/eval will conduct and document periodic testing at least semiannually. The MQF will not be used to develop questions.

7.3.1. FEs will complete an AF Form 8 for all flight evaluations except supplementary evaluations and those flight evaluations administered in undergraduate pilot training (UPT) or undergraduate navigator training (UNT). Student AF Forms 8 will be closed out by the AETC flying organization (unit) that administered the evaluation. The reviewing officer and final approving officer will sign the AF Form 8.

7.3.5.6.1. The AFRC or ANG 3-month additional training suspense does not apply to students enrolled in an AETC syllabus. Document the AF Form 8 with a 2-month suspense.

7.3.5.8.3. Unit supplements will standardize the comments section. All comments may be placed on the reverse side of the AF Form 8 subject to the provisions of this paragraph in the basic AFI. As a minimum, the following entries are required:

7.3.5.8.3.1. (Added)(AETC) An annotation of any item (area number and title) that has been evaluated verbally if a verbal evaluation is used to satisfy a part of a flight phase requirement (unless always accomplished verbally according to the grading criteria).

7.3.5.8.3.2. (Added)(AETC) A certification that all required additional training was completed. This will be accomplished by adding the signature block of the instructor or FE who completes the training after Item C, Recommended Additional Training.

7.3.5.8.3.3. (Added)(AETC) For no-notice and spot evaluations, a statement as to whether the evaluation will satisfy the requirements for a required evaluation. For those evaluations that satisfy the requirements of a required evaluation, the AF Form 8 will remain “open” (in draft form) until all requisites are completed or the end of the eligibility period is reached, whichever comes first. No entry is required if the no-notice or spot evaluation does not satisfy the requirements.

7.3.6.1.3. FEs will type their name, grade, and organization below their signature in the comments section.

7.3.6.2.1. FEs will use Table 4.1 (Added)(AETC), this supplement, to determine an examinee's reviewing and final approving officer and additional reviewers.

7.3.6.2.1.1. (Added)(AETC) (*AFRC only*) Squadron operations officers will review and SQ/CCs will approve flight evaluations for all assigned, attached, and HHQ AFRC aircrew members evaluated in their squadrons. (**EXCEPTIONS:** SQ/CCs will review and OG/CCs will approve evaluations given by or taken by the operations officer. Squadron operations officers will review and OG/CCs will approve evaluations given by or taken by the SQ/CC.)

7.3.6.3. In the organization block, list the organization and office symbol; for example, 56 OG/OGV.

7.3.7.1. Units will clearly annotate the status of a temporary or draft AF Form 8 by putting DRAFT or TEMPORARY on the AF Form 8, as applicable. Units may use and file flight evaluation worksheets as long as they contain the same information as an AF Form 8. **NOTE:** A flight evaluation worksheet is not the same as a flight evaluation certificate. The basic AFI describes the flight evaluation certificate.

7.3.7.4. The completed, permanent AF Form 8 will be placed in the FEF no later than 60 days from the date of the last event accomplished, to include additional training. For example, if the flight evaluation is accomplished on 14 May and additional training is accomplished on 15 July, the AF Form 8 must be filed within 60 days of 15 July.

7.4.5.2. As used in this paragraph, flying unit is defined as the unit the examinee is assigned or attached to for flying.

7.5.4.2. For standardization throughout the command, the unit will review the FEF at least once every 12 months.

8.1.1. Rules for establishing and maintaining a flight crew information file (FCIF) functional publication library are as follows:

8.1.1.1. (Added)(AETC) At a minimum, each flying squadron will maintain an FCIF functional publication library and appoint, in writing, an FCIF monitor to ensure proper maintenance as directed by this supplement. The OG/OGV is responsible for FCIF standardization for subordinate flying organizations and is the focal point for any data to be entered in the FCIF. The OG/OGV may maintain a web-based FCIF resource, but is still required to notify subordinate units of new items. To avoid overwhelming crewmembers with unnecessary details, prominent points should be extracted from lengthy documents or highlighted if inclusion in Volume I is necessary. Above the OG/OGV level, HQ AETC/DOF is the focal point for FCIF information. HQ AFRC/DOV is the focal point for AFRC units.

8.1.1.2. (Added)(AETC) The stan/eval office of the unit maintaining the FCIF library will prepare an AETC Form 1138, **Flight Crew Information File Record of Review**, for each assigned or attached crewmember, to include students. Local forms developed as a substitute for the AETC Form 1138 must be approved by HQ AETC/DOFV before use. An electronic database or other signoff record may be used in lieu of the AETC Form 1138 as long as it captures the same information. **NOTE:** Throughout this publication, the term "FCIF signoff record" includes the AETC Form 1138, a locally proposed substitute, and an electronic method.

8.1.1.3. (Added)(AETC) Reviews of the FCIF library will be annotated on the FCIF signoff record. Initial reviews will be accomplished prior to an individual's first flight. An annual review will also be accomplished prior to the first flight at the beginning of each calendar year. The first line entry on a new FCIF signoff record will be the latest FCIF item current on the date of review. Crewmembers will enter the index number for the latest items and then initial and date the FCIF signoff record. Prior to each

flight, the FCIF signoff record will be updated if new material has been added since the last review. Key staff personnel without a unit-maintained FCIF signoff record and crewmembers not assigned or attached to that unit will annotate the FCIF number and initial next to their name on the original copy of the flight order. Compliance with this paragraph will be tracked by the unit's go/no-go program. Electronic signoff methods must have controls in place to ensure go/no-go requirements are met.

8.1.1.4. (Added)(AETC) Aircrew members authorized to join a mission en route may participate as primary aircrew members if they receive an FCIF update from a qualified and current crewmember (preferably a counterpart) on that mission.

8.1.1.5. (Added)(AETC) Applicable FCIF items will be briefed prior to flight.

8.1.1.6. (Added)(AETC) IPs who fly with general officers will brief appropriate FCIF items.

8.1.1.7. (Added)(AETC) Compliance with this paragraph will be tracked by the unit's go/no-go program.

8.1.3.2. The following instructions and *additional* requirements apply to Volume I:

8.1.3.2.1. (Added)(AETC) Part A will contain the appointment memorandum for the FCIF monitor.

8.1.3.2.2. (Added)(AETC) Part C, General Information, will include current operational and mission guidance of a nonsafety flight nature. **NOTE:** Part C guidance is not part of the flight go/no-go program. Units will implement procedures to ensure aircrews read and acknowledge items in Part C in a timely manner. Command-level Part C items may be upgraded to Part B by local units.

8.1.3.2.3. (Added)(AETC) At the OG/CC's discretion, Part C may include a flight crew bulletin (FCB), which contains items of interest extracted from publications, directives, messages, etc., not normally available to crewmembers. The FCB may also include consolidated Part C items for long-term reference. Active Part B items may not be published in the FCB. However, expired or rescinded Part B items may be continued in the FCB when the item, although no longer a safety-of-flight issue, remains useful and valid in the judgment of the OG/CC or OGV. If FCBs are used, they will be published, at a minimum, on a semiannual basis. FCB items will cite the authority for inclusion. Structure and format of the FCB will be defined in the unit supplement.

8.1.3.2.4. (Added)(AETC) A Part D (Theater Information) is optional. If used, it will include theater-specific information required for units operating out-of-CONUS missions (for example, airfield suitability and restrictions report, supplemental theater information file, and informational FCIF items from other MAJCOMs). Part D guidance is part of the flight go/no-go program for off-station and operational missions only. Units will implement procedures to ensure crews departing on such missions review and acknowledge Part D items before departing from home station.

8.1.3.2.5. (Added)(AETC) (*Not applicable to AFRC*) Each Part B, C, or D entry will use AETC Form 446, **Flight Crew Information File**, as the first page, and the entry may include attachments or continuation sheets.

8.1.3.2.6. (Added)(AETC) Reviews of Part B, C, and D read files will be conducted quarterly. Begin Part B, C, and D with a numerical index of current information that includes the assigned HQ AETC or OG/OGV control number, date distributed, latest review date, title, OPR, date rescinded, and disposition. The review date may be left blank for newly filed items that have not been subject to review. File items in Part B, C, and D in reverse numerical sequence with the latest item on top. Rescind items no longer valid or necessary. Maintain command-level items until rescinded by the issuing agency. (**NOTE:** Rescissions will not be transmitted; check the appropriate AETC, AFRC, or ANG Web site for updates to the command-level FCIF file.) Maintain rescinded items in a separate file for 6 months in accordance with AFMAN 37-139 and continue to reference them on the index until the

end of the quarter following the quarter in which the item was rescinded. Cross-reference classified entries to the location where the item is maintained.

8.1.3.3. Units are allowed to distribute and maintain electronic copies of these volumes, to include a fully electronic library. Linking to Internet publications sites is authorized. However, the library must provide backup access to required publications in the event Internet connectivity is lost. Supplements may be electronically merged into, or links may be tagged onto, the next higher level of publication to provide a standardized posting and reference. The origin (basic or supplemental level) of all text must be clear. FCIF functional publication libraries will be maintained according to Chapter 7 of AFI 33-360, Volume 1, *Publications Management Program*. As a minimum, units will place the following in Volumes II through V: (**NOTE:** Units will list additional requirements in their local supplement.)

8.1.3.3.1. (Added)(AETC) In Volume II, the directives (including AETC supplements thereto) in Table 8.1 (Added)(AETC) of this supplement will be included.

8.1.3.3.2. (Added)(AETC) In Volume III, AETCI 36-2205, *Formal Aircrew Training Administration and Management*, will be included.

8.1.3.3.3. (Added)(AETC) In Volume IV, required items will be defined in a local supplement.

8.1.3.3.4. (Added)(AETC) In Volume V, local procedures (if used) will be defined in a local supplement.

Table 8.1. (Added)(AETC) Minimum Directive Requirements for Volume II.

I T E M	A	B
	Directive	Title
1	AFI 11-202, Volume 1	<i>Aircrew Training</i>
2	AFI 11-202, Volume 2	<i>Aircrew Standardization/Evaluation Program</i>
3	AFI 11-202, Volume 3	<i>General Flight Rules</i>
4	AFI 11-2 (MDS) Volume 1	<i>(MDS) Aircrew Training</i>
5	AFI 11-2 (MDS) Volume 2	<i>(MDS) Aircrew Evaluation Criteria</i>
6	AFI 11-2 (MDS) Volume 3	<i>(MDS) Operations Procedures</i>
7	AFI 11-209	<i>Air Force Participation in Aerial Events</i>
8	AFI 11-215	<i>Flight Manuals Program (FMP)</i>
9	AFMAN 11-217 (Volumes 1 and 2)	<i>Instrument Flight Procedures</i>
10	AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
11	AFI 11-246 (applicable volume)	<i>Air Force Aircraft Demonstrations (MDS)</i>
12	AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>
13	AFI 11-401	<i>Aviation Management</i>
14	AFI 11-418	<i>Operations Supervision</i>
15	AFI 13-201	<i>Air Force Airspace Management</i>
16	AFI 91-202	<i>The US Air Force Mishap Prevention Program</i>

8.2.1. At a minimum, the go/no-go program will ensure aircrew members do not fly unless they are current and qualified (or supervised in training to achieve qualification), have completed the FCIF signoff record, and are not on duty not involving flying (DNIF) status.

8.2.2. The OGV will develop procedures required for the go/no-go program and ensure the information is available to, and reviewed by, aircrews away from their home station.

10.1. AETC Form 446, **Flight Crew Information File**; AETC Form 610Q, **Contract Instructor Evaluation Record**; and AETC Form 1138, **Flight Crew Information File Record of Review**.

10.2. (Added)(AETC) Forms Adopted. AF Form 8, **Certificate of Aircrew Qualification**; AF Form 847, **Recommendation for Change of Publication**; AF Form 942, **Record of Evaluation**; and AF Form 1381, **USAF Certification of Aircrew Training**.

NOTE: The following are added to Attachment 1:

References (Added)(AETC)

AFI 11-202, Volume 3, *General Flight Rules*

AFI 11-209, *Air Force Participation in Aerial Events*

AFMAN 11-217, Volumes 1 and 2, *Instrument Flight Procedures*

AFI 11-218, *Aircraft Operations and Movement on the Ground*

AFI 11-246 (applicable volume), *Air Force Aircraft Demonstrations (MDS)*

AFI 11-290, *Cockpit/Crew Resource Management Training Program*

AFI 11-418, *Operations Supervision*

AFI 13-201, *Air Force Airspace Management*

AFI 33-360, Volume 1, *Publications Management Program*

AETCI 36-2205, *Formal Aircrew Training Administration and Management*

AETCI 90-202, *AETC Gatekeeper Program*

Abbreviations and Acronyms (Added)(AETC)

ASEV—aircrew stan/eval visit

AU—Air University

CAP—Civil Air Patrol, critical action procedures

CSI—contract simulator instructor

EWO—electronic warfare officer

FCB—flight crew bulletin

FE—flight examiner

IG—inspector general

MQB—master question bank

QAE—quality assurance evaluator

SII—special interest item

SQ—squadron

TRG—training group

WG—wing

WILLIAM M. FRASER III, Brigadier General, USAF
Director of Operations

1 Attachment (Added)(AETC)

7. Aircrew Stan/Eval Visits (ASEV)

Attachment 7 (Added)(AETC)**AIRCREW STAN/EVAL VISITS (ASEV)**

A7.1. (Added)(AETC) Definition of ASEVs. ASEVs are formal visits designed to:

A7.1.1. (Added)(AETC) Determine the effectiveness of the unit stan/eval program and instructor qualification and training programs.

A7.1.2. (Added)(AETC) Verify aircrew compliance with published operational procedures and all applicable special interest items (SII).

A7.1.3. (Added)(AETC) Provide feedback to commanders based on specific evaluation of the existing inspection criteria.

A7.2. (Added)(AETC) Scheduling Procedures. An ASEV is normally incorporated into a HQ AETC Inspector General (IG) inspection and conducted in accordance with AFI 90-201, *Inspector General Activities*. However, when an ASEV is not conducted as an IG inspection, the following procedures apply:

A7.2.1. (Added)(AETC) The 19 AF/CC will send a formal notification message or memorandum to the WG/CC or equivalent. The intent of this message or memorandum is to confirm the dates of the visit and inform the unit of the scope of the evaluation and support requirements. As a minimum, the message or memorandum will include the following:

A7.2.1.1. (Added)(AETC) Approximate number of team members.

A7.2.1.2. (Added)(AETC) Planned arrival date.

A7.2.1.3. (Added)(AETC) Number and types of flight and emergency procedure (EP) or aircrew training device (ATD) evaluations.

A7.2.1.4. (Added)(AETC) Support required.

A7.2.2. (Added)(AETC) Thirty days prior to the inspection, a follow-up message or memorandum will be sent, to include the name, grade, social security number, security clearance, restricted area badge number, and Air Force specialty code (AFSC) of each team member.

A7.2.3. (Added)(AETC) The OG/OGV will forward an alphabetized roster of all assigned and attached instructors to the NAF/DO no later than 10 workdays prior to the start of the formal evaluation. This roster will include the following information about each instructor:

A7.2.3.1. (Added)(AETC) Name, grade, and job title.

A7.2.3.2. (Added)(AETC) Number of months assigned to unit.

A7.2.3.3. (Added)(AETC) Whether he or she has flown an AETC HHQ FE evaluation during his or her current duty assignment.

A7.2.3.4. (Added)(AETC) Whether he or she is in the eligibility zone for an evaluation. If so, for which type of evaluation.

A7.2.3.5. (Added)(AETC) A current Letter of Xs.

A7.3. (Added)(AETC) Rating System:

A7.3.1. (Added)(AETC) Stan/eval programs will receive a five-tier rating IAW AFI 90-201. Only members of the MAJCOM or NAF stan/eval chain of command may assess ratings to items inspected by this attachment. The overall grade for the squadron program will not be higher than Satisfactory if any

squadron program is rated Unsatisfactory. The overall grade for the OGV program will not be higher than Satisfactory if any OGV program is rated Unsatisfactory. FE manning at the OGV and squadron level will be evaluated on a two-tier rating (Satisfactory or Unsatisfactory).

A7.3.2. (Added)(AETC) Except where noted in paragraph A7.3.1 (Added)(AETC), ratings are based on a five-tier rating as follows:

A7.3.2.1. (Added)(AETC) Outstanding (O). Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

A7.3.2.2. (Added)(AETC) Excellent (E). Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

A7.3.2.3. (Added)(AETC) Satisfactory (S). Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

A7.3.2.4. (Added)(AETC) Marginal (M). Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

A7.3.2.5. (Added)(AETC) Unsatisfactory (U). Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that prevent or seriously limit mission accomplishment or endanger personnel or resources.

A7.4. (Added)(AETC) Flying-Related SIIs. SIIs are established to focus attention on operations-related areas and will be evaluated during formal visits. Compliance will be reflected in all ratings and evaluations and will be commented on separately in formal visit reports.

A7.5. (Added)(AETC) Evaluating a Representative Sample. A representative sample of supervisors, instructors, and line aircrews will be evaluated during the visit. Crewmembers maintaining multiple currencies will be subject to evaluations in either an aircraft or a crew position.

A7.6. (Added)(AETC) Trend Analysis. ASEV teams will not report trends. Discrepancies noted will be reported to the unit's OGV for trend analysis.

A7.7. (Added)(AETC) Team Chief Responsibilities. Each team chief will:

A7.7.1. (Added)(AETC) Formally in-brief the OG/CC and staff.

A7.7.2. (Added)(AETC) Plan the number and types of evaluations to be conducted as well as which individuals will be evaluated. (**NOTE:** A cross-section of supervisors and experienced and inexperienced crewmembers will be evaluated.) In addition:

A7.7.2.1. (Added)(AETC) To support the formal evaluations, selected crewmembers may be designated to augment the NAF stan/eval inspection team. Their duties will be limited to administering permanent party evaluations under NAF supervision or oversight.

A7.7.2.2. (Added)(AETC) Evaluations may include scheduled, no-notice, and spot evaluations. Most evaluations will include a ground and flight evaluations. As soon as practical following the evaluations, crewmembers will be debriefed on their status (qualified or unqualified) and advised of any required additional training.

A7.7.2.3. (Added)(AETC) The full flight evaluation profile should be planned by the examinee unless the profile is a student training sortie. In that event, the student may plan the sortie. These evaluations will constitute an evaluation of the examinee and the unit's flight evaluation profiles.

A7.7.2.4. (Added)(AETC) Evaluations will be administered to individuals by notifying the unit at an appropriate time (if the individual is already scheduled) or by requesting an individual be added to the next day's schedule for this purpose.

A7.7.2.5. (Added)(AETC) Administrative support for all flight evaluations will be provided by the operations group (the flight for the 36 RQF).

A7.7.2.6. (Added)(AETC) Aircrew testing will be conducted for all qualified crewmembers. The test will normally consist a total of 50 questions, with 30 questions coming from the MQF and 20 questions covering general knowledge and aircraft operational limits. In addition, applicable crewmembers will complete a boldface or CAP test. Tests will be administered to all available assigned and attached qualified aircrew as follows:

A7.7.2.6.1. (Added)(AETC) The minimum passing grade for the combined MQF, general knowledge, and operational limits test is 85 percent and 100 percent for the boldface or CAP test.

A7.7.2.6.2. (Added)(AETC) Aircrew test or examination failures will result in grounding until the crewmember passes a re-examination. The examinee must be afforded adequate study time prior to reexamination.

A7.7.3. (Added)(AETC) Ensure the team evaluates unit compliance with all applicable MAJCOM- or NAF-specified areas of interest.

A7.7.4. (Added)(AETC) Ensure the team provides the OG/CC copies of the formal report and completed AF Forms 8 for the evaluations given by team members during the visit. Provide a draft report to the OG/CC prior to the team's departure. The final report will include the following: (**NOTE:** NAFs will determine additional distribution of their reports as necessary.)

A7.7.4.1. (Added)(AETC) Findings. Ensure all findings identified in the report refer to a specific publication and require corrective action. Reply to the NAF/DO bimonthly with the finding number, corrective action, and estimated closeout date until each finding is closed. **NOTE:** The unit commander is the focal point and final arbiter of the corrective action. Corrective actions will be included in the unit's next SEB and subsequent SEBs until all actions are closed out.

A7.7.4.2. (Added)(AETC) Model Programs. Identify superior programs that would serve as models for others to emulate.

A7.7.4.3. (Added)(AETC) Recommendations. Include methods or procedures the team feels will enhance the unit program.

A7.8. (Added)(AETC) Revisits:

A7.8.1. (Added)(AETC) A supplemental visit will be made as soon as practical after an incomplete visit or (at the direction of the team chief) to reassess any area graded Marginal.

A7.8.2. (Added)(AETC) Units receiving an overall Unsatisfactory rating will be scheduled for a follow-up visit within 4 months of the original visit. As a minimum, areas receiving grades of Unsatisfactory will be reinspected.

A7.8.3. (Added)(AETC) A 30-day notification message or memorandum will be sent prior to revisits in accordance with paragraph A7.2 (Added)(AETC).